

## Title: Special open enrollment (SOE)

### Policy 45-2

<b>Contact:</b>	Rules Specialist, PEB Division	<b>Effective:</b>	January 1, 201 <del>7</del> <sup>6</sup>
		<b>Rescinded:</b>	
<b>Associated RCW:</b>	41.05.320	<b>Supersedes:</b>	
<b>Associated WAC:</b>	182-08-198 182-08-199 182-12-128 182-12-262		
<b>Assoc. fed law/reg:</b>	26 USC §105(b) 26 USC §129 26 USC §152 26 USC §223 26 USC §125 26 CFR §1.125-4	<b>Owner:</b>	Policy & Rules Manager, PEB Division
<b>Associated Procedures:</b>			
<b>Associated Forms &amp; Communication</b>	Addendum 45-2A State of Washington Salary Reduction Plan	<b>Approved by:</b>	
		<b>Position:</b>	PEB Division Deputy Director
		<b>Date approved:</b>	

#### Purpose:

This policy applies whenever a subscriber requests an enrollment change or election change outside of the Public Employees Benefits Board (PEBB) annual open enrollment.

#### Policy:

1. The PEBB Program and employing agencies must use Addendum 45-2A when processing a subscriber's request to change his or her enrollment or his or her dependent's enrollment under a PEBB health plan (medical or dental).
2. The PEBB Program and employing agencies must use Addendum 45-2A when processing an employee's request to change his or her election under the state's salary reduction plan.
3. A PEBB subscriber must use Addendum 45-2A when determining if he or she is allowed to change enrollment in a PEBB health plan (medical or dental) or change an election under the state's salary reduction plan.